

# TOWN OF SLAUGHTERVILLE

## Request for Record Inspection and/or Copy

Records of the Town of Slaughtererville are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. Charges may apply as allowable by state law and town Resolution No. 112101.

NAME (of person requesting records): \_\_\_\_\_

ORGANIZATION (if any): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Charges:** A charge for providing copies of public record is authorized by state law and adopted by the Board of Trustees in Resolution No. 112101 establishing fees for photocopying open public records in the amounts of \$.25 per page for non-certified copies, \$1.00 per page for certified copies, and \$10.00 per hour for research fees when applicable; such fees cover the cost of labor, materials, and equipment.

### RECORD(S) BEING REQUESTED

DATE OF REQUEST: \_\_\_\_\_

Record Requested (*Please be as specific as possible.*)

Record Provided

_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____

SIGNATURE: \_\_\_\_\_

#### Office Use Only

Date Completed: \_\_\_\_\_

Date Contacted: \_\_\_\_\_ via \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ In Person

Number of Copies: \_\_\_\_\_ Copy Fees: \_\_\_\_\_

Research Fees: \_\_\_\_\_ Total Charges: \_\_\_\_\_

Record Custodian Signature: \_\_\_\_\_